

CITY OF NORMAN OKLAHOMA

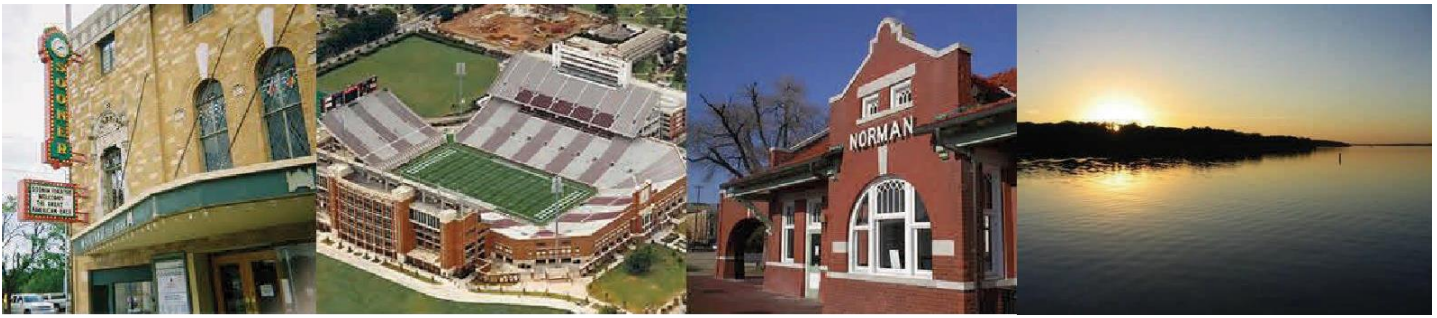


THE DEPARTMENT

The Human Resources Department is committed to hiring, developing, and retaining a diverse, knowledgeable and effective workforce focused on providing quality and cost-effective services to Norman citizens. Through leadership, direction, and support, the Human Resources staff partners with managers and employees to provide strategies that support a fair and equitable Human Resources system that values employees. Our programs are designed to optimize contributions to City Council goals and promote open communication between representation of management and labor aimed at assisting the City government to operate in a financially responsible manner.

The department is responsible for the organization's classification and compensation system, employee benefits, employee relations, labor relations, recruitment and selection, employee retention and recognition, wellness, training and development, safety management and employee assistance.

The department operates with a team of eight talented and dedicated members and with an adopted annual budget of \$1.025 million.



THE COMMUNITY

The City of Norman, Oklahoma, is located 20 miles south of downtown Oklahoma City on Interstate 35. With a population of over 122,000, Norman is Oklahoma's third largest city. Norman is recognized as one of the most progressive cities in the state. The Norman Public School system is acknowledged as one of the top school systems in Oklahoma and has been recognized on both the state and national levels for exceptional teachers and instructional programs. Home to the University of Oklahoma (OU) Sooners, Norman is also well known for its higher education opportunities. The university has extensive arts and cultural facilities and programs and offers Big 12 sporting events, with over 80,000 fans routinely attending football games.

Norman's city limits encompass over 190 square miles. Norman has taken strategic actions to preserve its open spaces and to protect its natural environment, including acceptance of a Bike Program, Parks and Recreation Master Plan, Stormwater Master Plan, and becoming the first city in Oklahoma to adopt the U.S. Conference of Mayor's Climate Protection Agreement. Norman offers a wide variety of cultural & educational opportunities: performing arts, contemporary galleries and world class art museums including the Sam Noble Museum of Natural History, Fred Jones Jr. Museum of Art, Sooner Theatre of Performing Arts, the Rupel Jones Theatre, and National Weather Center Museum. Outdoor activities are abundant. The City boasts 990 acres of developed parks, 32 miles of walking trails, an 18-hole golf course, a tennis center, disc golf courses, a dog park, recreation, community and special service centers, baseball/softball, soccer, and football athletic fields, the Westwood Family Aquatic Center, and Lake Thunderbird State Park. Norman's calendar of events is full with year round festivals, holiday events, concerts, theater performances, major college athletics, and youth and adult sports. Norman enjoys a vibrant and diversified economy lead by state and federal agencies, the City of Norman, medical facilities, technology companies, the National Weather Center, research centers, the Army National Guard, agriculture, and manufacturers and distributors. With the cost of living below the national average, Norman is an excellent place to work, live and play.

NORMAN CITY GOVERNMENT

The City of Norman operates under the Council-Manager form of government and is guided by a Mayor who is elected for a three-year term and eight City Council members who are elected for two year overlapping terms. The City Manager is appointed by the Mayor and City Council. Serving as the Chief Administrative Officer, the City Manager guides 12 department directors and provides support for 35 boards and commissions. The City was incorporated in 1891 and its initial charter was adopted in 1919. The City Manager directs the activities of 896 employees, and the City has an annual operating budget of approximately \$256 million.

The City maintains close working relationships with the University of Oklahoma, the Norman Public School District, Neighborhood Associations, business and development interests and such organizations as: Leadership Norman, Norman Economic Development Coalition, Norman Chamber of Commerce, Norman Convention & Visitors Bureau, Arts Council and other governmental and service agencies. The City values working together with these agencies to deliver exceptional service. The City of Norman also employs extensive use of citizen task groups and information teams to maintain close contact to community issues and needs. Managing growth, sustaining a quality environment, being responsive to citizens and anticipating the needs of the community are all high priorities.

POSITION OVERVIEW

The City is looking for a Human Resources Director that is a seasoned, experienced leader committed to public service. The ideal candidate must possess the creativity and flexibility to function effectively within the City's organizational environment. Candidates for the role must be an exceptional communicator who values listening, engages in collaborative decision-making, and ensures their team provides customer service to employees in an efficient manner. The utmost integrity and discretion coupled with the ability to view issues objectively and find workable solutions is paramount. The successful candidate will be a working leader focused on attracting and retaining the best people available, training and development, cultivating diversity and inclusion, employee relations, and developing engagement programs that illustrate the City's commitment to the employees.

Under the direction of the City Manager, the Human Resources Director manages the department operations and employees to include labor relations, benefits administration of the City's self-insured health and dental program, recruitment, job classification and compensation, employee and organizational training and development, employee assistance, and safety. The Director also reviews and updates the policies of Human Resources, identifies the legal requirements and government reporting regulations affecting Human Resources, and ensures policies, procedures, and reporting are in compliance.

EDUCATION & EXPERIENCE REQUIREMENTS

Bachelors' degree in human resource management, business or public administration, or a closely related field. A Master's Degree is highly desirable. Senior Professional Human Resources (SPHR) certification preferred. Candidates must possess at least eight (8) years of recent, continuous and progressively responsible public human resources experience including four (4) years in a management or supervisory capacity and three (3) years of experience serving as the Chief Negotiator with public bargaining groups, including experience with sworn police and fire groups.

COMPENSATION & BENEFITS

The City of Norman offers a starting salary range of \$105,269 to \$151,492, commensurate with the qualifications and experience of the successful candidate. The City also offers outstanding benefits including group health, wellness and dental insurance, group life insurance, vacation, sick leave, 12 paid holidays, and longevity pay. The successful candidate will be required to participate in the City of Norman Defined Contributions 401(a) Retirement Plan, in which employees are fully vested after five years of service. The employee contributes 6.5% on a pre-tax basis of their bi-weekly salary, and the City contributes 8.5%.

APPLICATION PROCESS

Applications must be submitted by 5:00 p.m. on December 20, 2021.

Prospective candidates may obtain additional information and apply online at <https://selfservice.normanok.gov/ess/EmploymentOpportunities/JobDetail.aspx?req=1562&sreq=1&form=02&desc=DIRECTOR%20OF%20HUMAN%20RESOURCES>

For more information on this position, please contact:

Jackie Crumrine, Training and Development Manager, 405-366-5484, jackie.crumrine@normanok.gov

The City of Norman is an Equal Opportunity Employer that values diversity in its workforce.